

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-25**

OPENING DATE: 25 Mar 14 **CLOSING DATE:** 8 Apr 14 **AGENCY:** 5701 **PIN:** Note *See

POSITION: AIRCRAFT MECHANIC II

SALARY RANGE: \$22.21 per hour

LOCATION OF POSITION: 1108th TASMG, Hangar #1, Hewes Ave., Gulfport, MS 39507

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRH
Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive,
Jackson, MS 39202-1237. **APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON
CLOSING DATE.**

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school diploma or GED equivalent and two (2) year experience as an aircraft mechanic. Completion of a Military Service School in aircraft maintenance or completion and certification in Airframes and Powerplants is desired.
2. Primary duties of this position deal with work such as providing auxiliary power unit and fireguard support, serving as an alternate refueler, assisting with dispensing and performing aircraft repair duties on and off the flight line.
3. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Physical condition of such nature as to permit continuous, moderate to heavy work involving lifting and moving of objects weighing up to 50 pounds.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Performs aircraft repair duties on the flight line as required. Assists aircrews in preparing their aircraft for flight.
2. Assists the technician operating the fuel dispensing equipment in transferring and/or circulating jet turbine fuel, extracting fuel samples, performing equipment maintenance, and otherwise preparing to provide refueling service for the day.
3. Coordinates each morning with Flight Operations personnel concerning all flights scheduled for that day.
4. Meets arriving aircraft. Discusses assistance/service requirements with aircrew and determines whether aircraft discrepancies have materialized during the flight.
5. Checks all aircraft parked outside prior to cessation of operations each day to ensure tiedowns and covers are properly installed and secured, batteries are disconnected, ignition/security lock keys or logbooks found in the aircraft are turned into Flight Operations, and security locks are in place and secured.
6. Ensures security of all Aviation Ground Support Equipment (AGSE) prior to cessation of operations each day.
7. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MORE THAN ONE POSITION MAY BE FILLED WITH THIS ANNOUNCEMENT**

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION